

# JOB DESCRIPTION

**POSITION TITLE:** EXECUTIVE ASSISTANT I – LEARNING SUPPORT SERVICES

**REPORTS DIRECTLY TO:** LEARNING SUPERINTENDENT

**REPORTS INDIRECTLY TO:** N/A

**DIRECT REPORT:** N/A

**ORGANIZATION:** PRAIRIE SPRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** MAY, 2012

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## ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 45 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children
- deal tactfully with staff and the public
- be knowledgeable and supportive of Board policies
- be willing to engage in lifelong learning
- will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

## THE POSITION

This position functions as a recognized leader in the performance of the administrative duties and in planning and coordinating the work of Coordinator(s) and approximately 50 Learning Support Services staff. This position involves a number of assigned independent tasks of a specialized nature.

## SKILL & COMPETENCY REQUIREMENTS

- Ability to multi-task with a variety of on-going tasks
- Proficient in the use of all Microsoft Office programs to all it's capabilities
- Excellent interpersonal and communication skills
- Excellent time management skills
- Accurate filing skills
- Ability to work as a team player
- Ability to work independently with minimal supervision
- Ability to prioritize daily work
- Self-directed, task, and goal oriented
- Ability to maintain strict confidentiality with respect to school division operations
- Ability to deal with a broad range of members of the public
- Display a positive attitude

## KEY ACCOUNTABILITIES

### **Accountability: General Administrative Support (45%)**

- Compose and prepare correspondence from general instructions or in reply to written or verbal enquiries as requested by Coordinators and Learning Support Services staff.
- Provide support to Coordinators of Learning Support Services in organizing professional development opportunities for Educational Associates and in the area of Prevention programming
- Greet and assist visitors to the Learning Support Services department, answer phones, and direct calls to appropriate Learning Support staff member as required
- Manage inventories for Learning Support Services by:
  - ordering materials, supplies, and testing protocols,
  - completing requisition forms and maintaining records, and
  - distributing good received
- Maintain and organize filing systems of records, documents, and reports including those considered being confidential in nature
- Schedule appointments, make travel arrangements, arrange meetings as required
- Record, type and distribute agendas, related documentation and minutes of committee meetings as required
- Research and compile information for division-related initiatives
- Receive, compile, and organize information for the preparation of correspondence, documents, reports as assigned; prepare a variety of correspondence, documents, reports, and various Learning Support Services handbooks

### **Accountability: Special Function - Learning Support Services Administration (45%)**

- Maintain a Learning Support Services resource library and circulate resources as required.
- Work closely with Coordinators of Learning Support Services to provide support to Learning Support Services (LSS) staff including Registered Psychologists, Occupational Therapists, Speech and Language Pathologists, Physical Therapist, Capacity Building Special Education Teachers, and Counsellors which includes:
  - Receive and process confidential Request for Involvement forms from schools and distribute to the appropriate LSS team member
  - Distribution and filing of confidential Learning Support Services student reports and consultation reports as required
  - Manage professional development activities for LSS staff by processing requests and maintaining the tracking system
- Provide support to the Coordinator of Early Learning and maintain a current list of Prekindergarten Teachers and Administrators and Community Preschools
- Maintain Emergency Phoning trees for Administrative Leadership Team, Division Office, and Counsellors and ensure that the latest versions are posted to the appropriate portals.
- May be assigned other special functions/tasks, which require decision-making.

### **Accountability: Data Management (10%)**

- Process Learning Support Services expense claims and invoices and submit to accounting for payment
- Enter employee absence data in the payroll system for Learning Support Services staff

## EDUCATION, KNOWLEDGE AND EXPERIENCE

- Possess Grade 12 diploma
- Minimum of one year administrative assistant training at a recognized institution as approved by the Board of Education
- Minimum of two years' experience in the administrative field
- Knowledge of computer systems and the ability to work in a variety of software applications including proficiency in Microsoft Office
- Knowledge of effective written communication skills including the proper use of grammar.
- Knowledge of basic accounting practices
- Proficiency in the operation of all standard office equipment